

# **Standard Operating Procedures RECEIVING REPORTS**

(For Receiving Activities)

## **Receipt of Supplies or Services:**

### **Receiving/Acceptance Reports:**

After the supplies are delivered or the non-personal services are performed IAW the procurement document, the authorized Government representative must prepare a receiving report or a certification of performance with in 5 days and mail or fax as follows:

**Defense Finance & Accounting Service  
DFAS-LW/FPV  
4700 MOW WAY RD  
DEPT 1791  
Fort Sill, OK 73505**

### **Fax #'s:**

<b>Fort Sill</b>	<b>580-442-0228</b>
<b>Fort Riley</b>	<b>580-442-0185</b>
<b>Fort Hood</b>	<b>580-442-0113</b>
<b>Fort Irwin</b>	<b>580-442-0139</b>
<b>Fort Lee</b>	<b>580-442-0236</b>
<b>Fort Leonardwood</b>	<b>580-442-6960</b>
<b>Fort Carson</b>	<b>580-442-7385</b>
<b>Fort Bliss</b>	<b>580-442-7668</b>

Discrepancies in the goods received or the services performed must be annotated on receiving reports.

All receiving reports and certificates must have **TWO DATES**: (1) The date the goods were delivered or the services were completed and, (2) the date the goods or services were accepted as conforming to procurement document specifications. Receipt and acceptance of services are usually evidenced by a signed "received and accepted" statement on an invoice, a receiving report form, a separate sheet of paper, a delivery ticket, or on a payment voucher. A certificate of receipt or acceptance can be used for goods as well as for services. When a certificate for receipt and acceptance is used either for services or for merchandise, the responsible official certifies to the following statement:

**"I certify that the (services or goods)  
were received on (day, month, year), and accepted on ( day, month, year)  
as conforming to specifications on contract/purchase order.  
Printed name, title, mailing address and telephone number"  
(...signature....)  
(..date..)**

Payment cannot be made until the Government representative has actually certified the acceptance of the goods or services. Supply regulations dictate that receiving

reports or certificates of receipt and acceptance must reach the paying office (DFAS-Lawton OPLOC) by COB on the 5th day after delivery. For charge back purposes on interest payments, a receiving report is considered “late” if it does not reach DFAS-Lawton OPLOC by COB on the day that is one-half of the payment period —i.e., received by the 15th calendar day on a 30-day timeframe for payment, 5 or more days on a 10-day payment, etc. If interest occurs because of late documentation submission (receiving reports) to the DFAS-Lawton OPLOC, then the interest is charged against the mission funds of the activity at fault.

Receiving reports must contain the following when certifying receipt and acceptance of goods or services:

- a. Contract number/purchase order number.
- b. Adequate description of supplies delivered or services performed to include the contract/purchase order CLIN number applicable.
- c. Specify quantities of supplies or services received or performed.
- d. Date supplies were delivered or services performed, receipt date.
- e. Date supplies or services were accepted by the designated government official, acceptance date. Receipt and acceptance dates are separate events, but may be accomplished on the same date; however both blocks, need dates annotated.
- f. Signature of government official authorized to accept supplies or services.
- g. Printed name, phone number, title and mailing (or electronic) address.

When using the DD Form 250, DD Form 1155, SF 1449 or similar forms as the receiving report ensure that:

- 1) **Form DD1155:** Block 1 (contract/purchase order number); block 18 (line item taken from contract order/purchase order); block 19 (item description); block 20 (quantity received); block 23 (\$ amount received); block 26 (Date goods or services were accepted, printed name, telephone number, title, mailing address, (Note: if mailing address is same as ship to address in block 14, no need to include in block 26) and signature of authorized government official and check received and acceptance blocks; block 27 (check partial/final); block 39 (date goods or services were received); block 38 (printed name of individual receiving goods or services).
- 2) **SF1449:** Block 2 (contract/purchase order number); block 19 (line item taken from contract/purchase order); block 20 (item description); block 21 (quantity received); block 24 (\$ amount received); block 32a (check received/accepted blocks); block 32b (printed name, telephone number, title, mailing address (Note: if mailing address is same as deliver to address in block 15, no need to include in block 32b) and signature of official authorized to accept supplies/services); block 32c (date supplies/services accepted); block 33 (check partial/final); 42a (printed name of receiver); 42c (date supplies/services received).

- 3) **Form DD250: Block 1 (contract/purchase order number); block 15 (line item taken from contract order/purchase order); block 16 (item description); block 17 (quantity received; block 20 (\$ amount received); block 21B (date goods/services were accepted, printed name, telephone number, title, mailing address (Note: if mailing address is same as shipped to address in block 13, no need to include in block 26) and signature of authorized government official); block 22 (date goods/services received and printed name of government official authorized to receive goods/services).**
- h. If the contract/purchase order provides for use of Government Certified Invoices in lieu of a separate receiving report the following statement signed by a responsible official may be used as acceptance of goods/services instead of an official form. “I certify that the goods/services have been received and accepted on (day, month, year).” This statement may be on an invoice, delivery ticket, voucher or separate paper and must contain items a – g.**
- i. When using the DD Form 250, DD Form 1155, SF Form 1449, or similar forms as the receiving report ensure that:**
- 1) Both receipt and acceptance blocks are completed. If the receipt block is the only one marked, signed and dated, payment will not be made. Acceptance must occur prior to the payment being made (other than fast pay).**
  - 2) The received, inspected and accepted blocks are all checked. If only one date is annotated, you must obtain the missing data (requires two dates) in order for the receiving report to be acceptable for payment.**
  - 3) The receiving report meets minimum FAR requirements. Those receiving reports, which do not meet minimum FAR requirements, will be returned and payment will not be made.**
- j. Documents will be returned due to improper alterations (i.e., white-out; taping; cutting and pasting etc.) A proper revision to a hard copy document is made by drawing one line through the incorrect information. The drawn line should not obliterate the original data. Revisions must be initialed by the individual making the change and mailed or fax per page one.**

**SF1034s, TOPs, and any miscellaneous vouchers must meet the requirements stipulated above. There is a SOP for Paying Moving and Storage Invoices being prepared by MTMC. As soon as the final version is received it will be distributed.**

**For more information or questions related to this letter, contact the Vendor Pay customer Service department at 1-888-445-5154 or 580-442-0301.**